



STAFF REPORT

RESOLUTION DIRECTING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH DYETT & BHATIA, GENERAL PLAN CONSULTANTS, FOR PREPARATION OF THE CITY OF BELMONT 2007-2014 HOUSING ELEMENT

Honorable Mayor and Council Members:

Summary/Background

One of the Community Development Department's on-going projects on the Council's Priority Calendar is the comprehensive General Plan Update for the City. This was the highest priority and single-most important work program the Council added as part of their Spring 2006 Priority Calendar review.

A significant General Plan Element for review and amendment (which aligns with the Land Use, DTSP, and Economic Development Target Site Policy Amendments project) is ***Housing*** – this element is due for completion/certification by the State of California in 2009. Staff has engaged Dyett & Bhatia, General Plan Consultants, to prepare a scope of work for the Housing Element Update (see attachments). Staff recommends the Council direct the City Manager to enter into a Professional Service Agreement (PSA) with Dyett & Bhatia, consistent with the envisioned scope of work for the Housing Element Update; a resolution to that effect is attached.

Discussion

Update on Land Use, DTSP, & Zoning Code Amendments Project

The City has a current agreement with Dyett & Bhatia to prepare specific land use policy amendments to the Downtown Specific Plan and Zoning Code. These amendments will recommend allowance of increased building height, greater floor area ratio, and/or residential uses, on a case-by-case basis. A required Conditional Use Permit approved by City Council (with recommendation from the Planning Commission) would be the entitlement conferring such increased development intensity so long as careful site planning and superior design quality is maintained for the individual project(s).

The amendments will be considered for applications within the Economic Development Target sites within the Downtown Specific Plan Area, areas currently zoned R-4 (High Density

Residential) and C-1 (Neighborhood Commercial) that are within the Belmont Station area, and along El Camino Real. The full text of the amendments is currently being drafted along with supporting graphics and illustrations. Dyett & Bhatia expects to have an administrative draft of the zone text amendments & the associated environmental study in mid-June. Staff is working towards conducting neighborhood meetings, Planning Commission & City Council meetings in the Fall to review the policy amendments. In advance of these meetings/hearings, staff is in the process of scheduling a joint study session with the Commission & Council to occur on July 29, 2008 to allow a preview of the amendments.

Professional Consultant Assistance

There is an efficiency and familiarity in having Dyett & Bhatia prepare the Housing Element Update for the City. As mentioned above, they are currently preparing policy amendments that focus on a large commercial (El Camino Real/Ralston Avenue) core of the community. Such policy amendments will consider land use (commercial & residential), development standard, and design/architectural modifications. Preparation of Belmont's Housing Element would be a seamless effort in consideration of the work they are already performing for the City.

The firm is highly experienced in the field of General Plan Updates and Program Management. The firm is uniquely qualified for this assignment and has extensive experience working on similar downtown projects and General Plan efforts – they have prepared over 45 General Plans for California cities – more than any other firm. Accordingly, staff is recommending pursuing a sole source contract with Dyett & Bhatia for preparation of the 2007-2014 Housing Element Update.

General Plan/Vision Statement

Approval of this matter is consistent with the General Plan and Vision Statement.

Fiscal Impact

The City has budgeted \$50,000.00 in Belmont General Plan Maintenance Fund 212-6312-3442, \$25,000.00 in Redevelopment Administration Fund 801-4631-8351, and \$50,000.00 in the Low to Moderate Income Housing Fund 822-6101-8341 for purposes of funding the Housing Element Update work efforts.

Public Contact

This matter was placed on the agenda and posted as required by the California Government Code.

Recommendation

Staff seeks Council approval regarding the following:

1. Direct staff to secure a contract from Dyett & Bhatia, Urban & Regional Planners, to assist the City with its 2007-2014 Housing Element Update. A resolution to pursue engaging the services of this professional consultant to implement this work effort is attached for this purpose.

Alternatives

1. The City Council could solicit competitive bids from other consultants.
2. Take no action.

Attachments

- A. Resolution of the City Council of the City of Belmont Directing Staff to Pursue General Plan Consultant Professional Services Agreement for Purposes of Performing the 2007-2014 Housing Element Update
- B. Dyett & Bhatia Scope of Work

Respectfully submitted,

Carlos de Melo
Community Development Director

Jack R. Crist
City Manager

Staff Contact:

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RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT TO DIRECT THE CITY MANAGER TO ENGAGE IN PROFESSIONAL SERVICES FOR PURPOSES OF PERFORMING THE 2007-2014 BELMONT HOUSING ELEMENT UPDATE

WHEREAS, the Belmont City Council desires to complete the 2007-2014 Housing Element Update for the City of Belmont; and,

WHEREAS, Dyett & Bhatia, Urban & Regional Planners, possess required skills and expertise in this area that would be of benefit to the City in its General Plan Update work program & Housing Element Update; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont authorizes the City Manager to pursue execution of a professional service agreement with Dyett & Bhatia, Urban & Regional Planners, in an amount not to exceed \$124,985 (one hundred and twenty-four thousand, nine hundred & eighty-five dollars) for technical assistance in association with the 2007-2014 Housing Element Update.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a special meeting thereof held on June 10, 2008 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

RECUSED, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

THE CITY OF BELMONT

Housing Element Update Agreement for Professional Services

Submitted by

DYETT & BHATIA
Urban and Regional Planners

May 13, 2008

I Scope of Work

I.1 SCOPE OF WORK

This section outlines our proposed work program for the Belmont Housing Element Update. The program is organized into four tasks, from project initiation to publishing the final Housing Element and environmental review documents, incorporating the work outlined in the RFP. The sequence of work products, community meetings and City Council/Planning Commission workshops are graphically illustrated in Section 1.2: Summary of Meetings and Products and Section 2.1: Schedule.

The task-by-task descriptions that follow present our approach to data collection, policy formulation and preparation of the documents. Each task description includes a purpose statement at the beginning.

Task I: Assessment

Task 1 includes assessment of housing needs, conditions, constraints, and accomplishments of the previous Housing Element. A kickoff meeting with staff will help to finalize the public participation program and identify key issues and opportunities.

- A. **Kickoff Meeting with Staff.** At this meeting, the work program and project milestones will be reviewed. The public participation program will also be reviewed, and dates for stakeholder meetings and the first community workshop established.
- B. **C/CAG Meeting #1.** City staff and consultants will meet with C/CAG staff to discuss the countywide Housing Element Toolkit effort and determine how to best use the data C/CAG compiles.
- C. **Needs Assessment.** The Housing Needs Assessment Chapter of the Housing Element will be comprehensively updated with the most current data available. This effort will be coordinated with C/CAG efforts, in which Belmont is participating. Up-to-date housing market data will be added for rental and ownership units, reflecting both the trends of the past few years and more recent changes.
- D. **Constraints Analysis.** An analysis of current regulations (possible governmental constraints) and their impacts on housing production will be conducted. Non-governmental constraints will also be examined.
- E. **Accomplishments Review.** As mandated by State law, the current Housing Element will be reviewed for accomplishments since the last Element was completed; this analysis will assist in developing new programs and policies. This latter effort will be a City staff responsibility, using an evaluation matrix prepared by D&B. A discussion with City staff will be held to confirm whether existing programs have already been completed, which ones are working well and should be carried forward, and which ones need to be refined, redefined, or dropped.

- F. **Legislative Update.** New State laws enacted since 2002 will be critically evaluated, and a comprehensive review of the City's policies and regulations undertaken to ensure that no illegal constraints on housing are listed in City code. The new legislation covers issues such as providing adequate housing for extremely low-income households, allowing emergency shelter in residential zone(s), by-right allowance of second units, parcel-level identification of sites to provide for adequate housing development, and increased attention toward housing for persons with disabilities.

Meetings: *Kickoff meeting with City Staff*
C/CAG Meeting #1

Products: *Memorandum summarizing housing needs and market constraints*
Memorandum on new legislative requirements and local regulatory constraints

Task 2: Sites Evaluation and Community Outreach

The process for the Housing Element Update will need to interrelate with C/CAG's schedule for assessing and assigning residential development targets as a part of the new RHNA, which spans the period of 2007 through 2014. During this task, we will identify opportunity sites for market-rate and affordable housing and assess overall residential buildout. A community meeting, stakeholder meetings and study sessions with the Planning Commission and City Council will help to further assess existing programs and policies and define additional and changing needs.

- A. **Identification and Inventory of Housing Sites.** In order to identify opportunity sites to fulfill the City's RHNA, a new inventory will be undertaken. D&B is already familiar with the City's GIS data. Vacant sites in the City will be mapped. MetroScan (assessor) data will be compiled and used as an initial screen, with aerial photographs and field work, to determine underutilized land, existing uses on potential sites, and possible constraints.
- B. **Assessment of Housing at City Buildout/Match with Needs.** The current housing allocation for Belmont calls for 399 new housing units, or a 3.7 percent increase in its existing housing stock. Of the new units, C/CAG requires that 39 percent be for very low- and low-income households, 19 percent for moderate-income households and the remaining 42 percent for above moderate-income households. Housing quantities will be tabulated by density and compared against need by income group; any resulting deficits will be identified. A memorandum that addresses housing opportunity sites and their development potential will be prepared. The memo will also outline issues regarding General Plan designations and zoning regulations.
- C. **Meetings with City Staff.** Two meetings will be held with Staff and consultants to discuss the housing sites and providing housing for special needs groups.
- D. **C/CAG Meeting #2.** City staff and consultants will meet with C/CAG staff to discuss any issues that may have come up regarding countywide Housing Element Toolkit data.
- E. **Community Outreach.** Development of a Housing Element that responds to community needs and receives community acceptance requires significant public input. The Public

Participation program in Section 1.3 further describes the purpose and scope of each of these components. The outreach program during this task consists of the following:

- **Housing Stakeholder Meetings:** D&B will hold six meetings with groups of stakeholders and/or their representative organizations over a period of one day at City Hall. If necessary, City staff would host additional outreach meetings with other affected populations and communicate what was heard to D&B for use in developing the Element.
- **Community Meeting #1.** The first of two community meetings will be held. Housing providers and those representing special need populations will be especially invited to attend. Representative from the Planning Commission and City Council will also attend.

F. **Planning Commission and City Council Study Sessions.** At this stage, there will be one Planning Commission and one City Council study session (two sessions in total). The Planning Commission/City Council will be provided with background information, including an introduction to housing element law and requirements; review of housing needs; review of housing constraints; and relationship between RHNA and sites inventory; and issues related to General Plan designations and zoning. The Planning Commission will be afforded the opportunity to discuss issues, methods to overcome constraints, and topics that may be controversial, such as potential affordable housing policies.

Meetings: *Meetings with City Staff (2)*

C/CAG Meeting #2

Stakeholder Meetings

Community Meeting #1

Planning Commission Study Session#1

City Council Study Session #1

Products: *Memorandum and map of potential housing development sites*

Summary report on community outreach (Stakeholder Meetings and Community Meetings)

Task 3: Draft Housing Element

The updated Housing Element will address the 2007-2014 planning period and will use a format that is consistent with the overall General Plan. The Element will include the final RHNA numbers set by C/CAG.

New housing programs needed to meet the housing needs for the City will be identified. Any new housing program must be consistent with the community vision established in the public participation process. For each housing program proposed for the updated Housing Element, D&B will define and quantify its objectives (number of units to be produced in a specified timeframe by income group).

An administrative Draft will be prepared and then revised based on a consolidated set of City staff comments. The Draft Element will then be presented to the Planning Commission and City Council for review and comments prior to HCD review.

A. Administrative Draft Housing Element. As required by State law and the Department of Housing and Community Development’s “Building Blocks for Effective Housing Elements,” the Housing Element will include:

- Demonstration of site development capacity equivalent to, or exceeding, the projected housing need in the RHNA.
- Facilitation of a diversity of housing types to serve a variety of income groups.
- Review of the previous Element’s goals, objectives, policies, and programs; comparison of the previous Element’s projections against actual achievement; and description of how the goals, policies, and programs in the updated Element have been changed to incorporate lessons learned. New goals, policies, and programs will be formed based on feedback from community members and other stakeholders. Programs dealing specifically with sustainability and energy will be evaluated and recommended. These could include programs dealing with energy efficiency, green building, and AB 32 or other State legislation. For each housing program proposed for the updated Housing Element, we will work with City staff to define and quantify its objectives (number of units to be produced, in a specified timeframe, by income group). These will be submitted to City staff for review and comment.
- Description of how the City of Belmont made a diligent effort to achieve public participation from all economic segments of the community in the development of the Housing Element.
- An inventory of housing resources and constraints, including an analysis of population and household characteristics and needs; an inventory of land; analysis of governmental and non-governmental constraints; analysis of special housing needs; analysis of energy conservation opportunities; and analysis of subsidized housing at risk of converting to market-rate housing.
- A five-year (from adoption in 2009 until the end of the planning period in 2014) schedule of actions to achieve the goals and objectives of the Housing Element.
- Conservation and improvement of existing affordable housing stock.
- Promotion of equal housing opportunities for all persons.
- Quantification of objectives by income level for the construction, rehabilitation, and conservation of housing.

Based on the assessment of housing needs, constraints, and opportunities, as well as past accomplishments, the summary discussion of housing programs for the Housing Element will be designed to:

- Make available sites at adequate densities and development standards to facilitate and encourage a variety of housing types for all socioeconomic segments of the community, including those with special needs;
- Facilitate and encourage the provision of affordable housing for extremely low-, very low-, low- and moderate-income households;
- Improve and preserve the City's affordable housing stock;
- Mitigate constraints to the development, improvement, and preservation of housing; and
- Promote equal housing opportunity.

The document will include maps and graphics showing the location of sites identified to meet the City's housing allocation. The sites maps will be created with geographic information systems (GIS).

- B. Meetings with City Staff.** Three meetings will be held with Staff and consultants to discuss the Administrative and HCD Review Drafts.
- C. City Review/HCD Draft.** The Administrative Draft will be submitted to City staff and then revised based on a consolidated set of City staff comments. After Staff comments have been incorporated into the Administrative Draft, an HCD Review Draft will be created.
- D. Planning Commission and City Council Study Sessions.** The second set of Planning Commission and City Council study sessions will be held at this juncture (one session each, two in total). Key choices relating to objectives, policies, and/or action programs (such as density bonuses, affordable housing, etc.) will be reviewed in a study session, prior to completing the HCD Review Draft Housing Element.

Meetings: *Meetings with City Staff (3)*

Planning Commission Study Session#2

City Council Study Session #2

Products: *Administrative Draft Housing Element*
HCD Review Draft Housing Element

Task 4: HCD Review, Environmental Review, and Adoption

- A. HCD Review/Public Review Draft Housing Element.** The Draft Housing Element shall be submitted to HCD for review, with the goal of gaining certification on the first iteration, but understanding that this is uncommon. Consequently, Task 4 could include two rounds of HCD review (60 days apiece). If required, a second HCD Review Draft, with revisions in underline/strikeout format will be prepared. Meetings and/or conference calls with HCD and City staff to discuss comments will be scheduled as necessary and changes necessary for HCD approval will be made. We will also consult with HCD staff regarding changes to text required by the Planning Commission or the City Council.

Following HCD review, the Hearing Draft of the Housing Element will be finalized. This will be formatted to be consistent with the style and the layout of the General Plan to provide an integrated look and feel.

- B. Environmental Review.** D&B assumes that based on housing development capacity under existing zoning, and housing development capacity that will be provided by amendments to the Downtown Specific Plan, only a Negative Declaration will be required.
- C. Community Meeting #2 on Draft Housing Element.** The first hearing on the Housing Element will be preceded (on the same day) by the second of two community meetings. This meeting will serve to explain the key features of the Housing Element and answer any questions community members may have.
- D. Hearings.** Once the Draft Element is certified by HCD, a Public Hearing Draft Housing Element will be prepared. D&B will participate in one hearing on the Housing Element with the Planning Commission and up to two with the City Council.
- E. Adopted Housing Element.** Following City Council action, the adopted Housing Element will be prepared.

Meetings: *Community Meeting #2*
Public Hearings (3)

Products: *HCD 2nd Review Draft*
Negative Declaration
Hearing Draft Housing Element
Adopted Housing Element

I.2 SUMMARY OF MEETINGS AND PRODUCTS

MEETINGS

Our work program includes the following meetings:

- Kickoff Meeting with staff
- Meetings with staff (5)
- Meetings with C/CAG (2)
- Stakeholder Meetings (6 group meetings in one day)
- Community Meeting #1 on Housing Issues
- Community Meeting #2 on Draft Housing Element
- Planning Commission Study Sessions (2)
- City Council Study Sessions (2)
- Public Hearings (2-3)

PRODUCTS

Our work program envisions preparation of the following products:

- Memorandum summarizing housing needs and market constraints
- Memorandum on new legislative requirements and local regulatory constraints
- Memorandum and map of potential housing development sites.
- Summary report on community outreach (Stakeholder Meetings and Community Meeting #1)
- Administrative Draft Housing Element
- HCD Review Draft Housing Element
- HCD 2nd Review Draft Housing Element
- Environmental Review (Negative Declaration)
- Hearing Draft Housing Element.
- Adopted Housing Element

All documents will be provided to City staff in electronic form. In addition, the following copies will be provided:

- 2 copies of the Administrative Draft for review and comment
- 2 copies of the draft document submitted to HCD for review
- 2 bound copies of Hearing Draft Housing Element

Furthermore, all electronic files (including GIS shapefiles of housing sites) will be provided to the City.

TIMELINE

The following is a combined schedule of meetings and products anticipated in our scope of work.

Light Shade - Meeting	Date
Dark Shade - Product	
Task 1: Assessment	
Kick off meeting with staff	June 2008
C/CAG Meeting #1	July 2008
Memorandum on new legislative requirements and local regulatory constraints	August 2008
Memorandum summarizing housing needs and market constraints	August 2008 (May depend on C/CAG schedule)
Task 2: Sites Evaluation and Community Outreach	
Stakeholder Meetings	July 2008
Meetings with City Staff (2)	August/September 2008
C/CAG Meeting #2	August 2008
Community Meeting #1	August 2008
City Council Study Session #1	October 2008
Summary report on community outreach (Stakeholder Meetings and Community Meeting #1)	September 2008
Memorandum and map of potential housing development sites	October 2008
Planning Commission Study Session #1	October 2008
Task 3: Draft Housing Element	
Meetings with City Staff (3)	November/December 2008
Administrative Draft Housing Element	November 2008
Planning Commission Study Session #2	December 2008
City Council Study Session #2	December 2008
HCD Review Draft Housing Element	January 2009
Task 4: HCD Review, Environmental Review, and Adoption	
HCD 2nd Review Draft	April 2009
Environmental Review (Negative Declaration)	April 2009
Community Meeting #2 (on Draft Element)	April 2009
Public Hearings (3)	May/June 2009
Public Hearing Draft Housing Element	May 2009
Adopted Housing Element	June 30, 2009

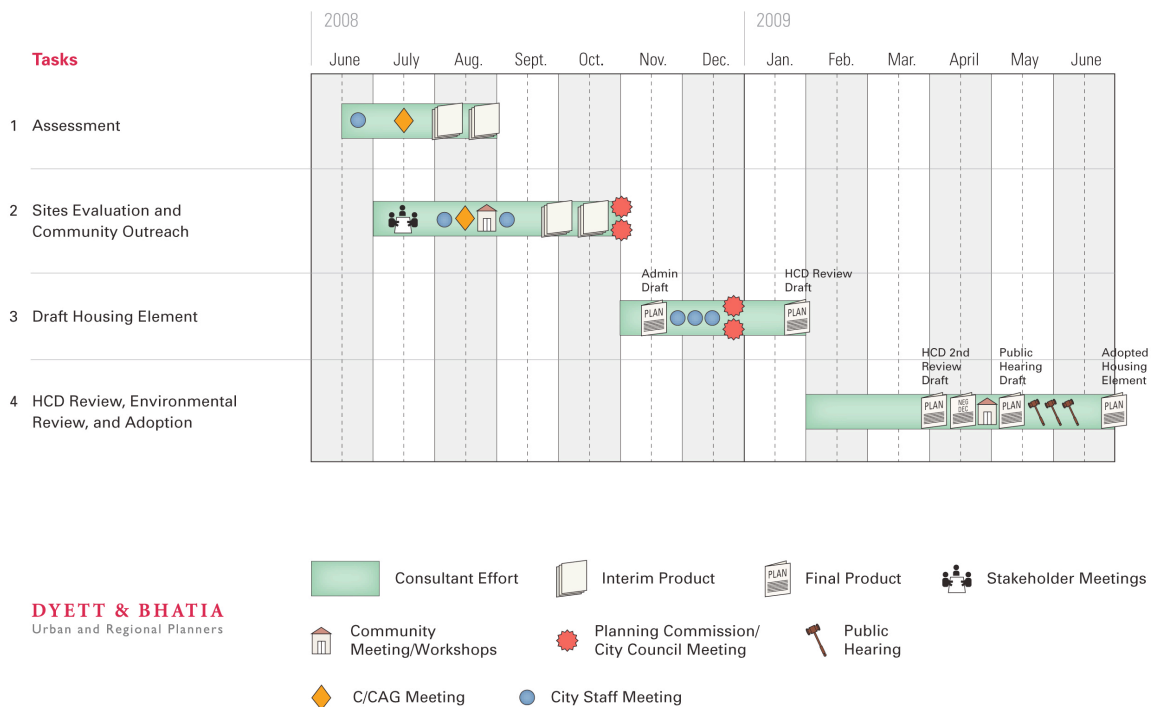
2 Schedule & Budget

2.1 SCHEDULE

The one-year schedule for Housing Element creation is presented in the flow chart below. The Element is proposed for adoption by the statutory deadline of June 30, 2009, with submission of the draft to HCD at least 90 days before that date, as required by State law. Interim product deadlines and meetings are shown for each task.

Schedule

Belmont Housing Element



2.2 BUDGET

The total cost for the scope of work is \$124,985. An estimate of both hours and costs are identified in the table that follows. The four tasks that account for the technical scope of work are described on the left-hand side of the budget and sum to \$90,115.

A substantial portion of the budget—\$34,870—will be devoted to public participation. These costs include preparation and attendance at study sessions and hearings, community workshops, and stakeholder meetings.

Our budget is based on the following assumptions:

- A. **Meeting Attendance.** The guaranteed maximum fee without the optional subtasks provides for: two full days of stakeholder interviews with up to 14 hour-long sessions; two (2) Steering Committee meetings; three (3) community workshops; four (4) Planning Commission/City Council workshops; up to four (4) public agency meetings; four (4) public hearings; one (1) Coastal Commission meeting, and three (3) follow-up meetings. In addition, the budget assumes ongoing meetings with City staff, with a total of up to 14 meetings. The costs of additional meeting attendance would be on a time and materials basis if requested; such costs are not included within the guaranteed maximum fee.
- B. **Consolidated Comments and Direction.** City staff will provide a single set of consolidated comments on the review drafts of all documents.
- C. **Printing.** We will provide camera-ready copy and digital files of documents in Word and Adobe PDF formats. Final plan documents will be produced in InDesign if that is acceptable to the City to facilitate the incorporation of graphics. All graphs, illustrations, and tables shall be prepared so that black and white copies will be readable; the consultant may propose to the City that a few key graphics be prepared in color.
- D. **Survey.** The City will print and mail the survey.

**Proposal for Belmont Housing Element
HOURS BY TASK**

	Task 1		Task 2		Task 3		Task 4		SUB-TOTAL	Community Outreach and Meetings			GRAND TOTAL	
	Assessment		Sites Evaluation and Community Outreach		Draft Housing Element		HCD Review, Environmental Review & Adoption	Planning Commission & City Council Study Sessions/ Hearings		Community Meetings (2)	Stakeholder Meetings			
Leslie Gould, Principal	28		40		40		40		148	56	20	18	242	
Vivian Kahn, Associate Principal	-		2		6		10		18	-	-	-	18	
Laura Machala, Planner	105		80		120		40		345	60	30	40	475	
Planners	40		8		18		40		106	-	-	-	106	
GIS/Computer Mapping	-		56		16		18		90	-	-	-	90	
Project Associate	16		-		42		20		78	20	20	8	126	
TOTAL HOURS	189		186		242		168		785	136	70	66	1,057	

Note: Hours/Budget by Task and Firm is provided for informational purposes only; Dyett & Bhatia reserves the right to change this allocation provided overall budget and scope of work is not affected.

	Hourly Rate	Task 2				Task 3	Task 4	SUB-TOTAL	Community Outreach and Meetings				GRAND TOTAL				
		Task 1	Assessment	Sites Evaluation and Community Outreach	Draft Housing Element				HCD Review, Environmental Review & Adoption	Planning Commission & City Council Study Sessions/ Hearings	Community Meetings (2)	Stakeholder Meetings					
Leslie Gould, Principal	\$ 200	\$	5,600	\$	8,000	\$	8,000	\$	29,600	\$	11,200	\$	4,000	\$	3,600	\$	48,400
Vivian Kahn, Associate Principal	175		-		350		1,050		3,150		-		-		-		3,150
Laura Machala, Planner	95		9,975		7,600		11,400		32,775		5,700		2,850		3,800		45,125
Planners	95		3,800		760		1,710		10,070		-		-		-		10,070
GIS/Computer Mapping	95		-		5,320		1,520		8,550		-		-		-		8,550
Project Associate	65		1,040		-		2,730		5,070		1,300		1,300		520		8,190
Direct Costs			200		150		250		900		300		200		100		1,500
TOTAL			20,615		22,180		26,660		90,115		18,500		8,350		8,020		124,985

Note: Hours/Budget by Task and Firm is provided for informational purposes only; Dyett & Bhatia reserves the right to change this allocation provided overall budget and scope of work is not affected

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